

Administrative Order



Administrative Order No.: 6-2

Title: Assignment, Operation, Acquisition, Maintenance and Disposal of County Vehicles

Ordered: 3/15/1994

Effective: 3/15/1994

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order No. 6-2, entitled Use of County Vehicles, dated January 19, 1988.

POLICY:

A vehicle is often a necessary tool for conducting County business. It is the responsibility of each department to determine the appropriate number and type of vehicles necessary to meet their operational requirements. In order to provide these vehicles at the least cost, the acquisition, maintenance, distribution and replacement of County vehicles has been centralized. It is the responsibility of the Fleet Management Division, General Services Administration (GSA) to administer this centralized effort and to provide departments with vehicles once proper approvals have been obtained. Departments and employees are responsible for the proper and safe operation of the vehicle as outlined in this administrative order.

ASSIGNMENT OF VEHICLES:

A. Department Assignments

A department will determine the number of vehicles necessary for its employees to carry out their job responsibilities. Additionally, it is each department's responsibility to conduct an annual review of vehicle requirements to determine the appropriate vehicle inventory.

B. Permanent Twenty-Four Hour Assignments

There are positions in which the employees' duties and responsibilities require the use of a vehicle on a twenty-four hour basis. Requests for an assignment of this type should be made using the **TWENTY-FOUR HOUR VEHICLE ASSIGNMENT REQUEST FORM**. This form clearly defines those situations where an assignment of this type is warranted.

The completed form should be forwarded to the Fleet Management Division for processing. After recording the information, the request is forwarded to the Office of Management and Budget (OMB) for review. A recommendation by OMB is then forwarded to the County Manager's Office for final determination.

Prior to the beginning of each fiscal year, each department is responsible for the renewal of existing twenty-four hour assignments, and the submission of any new ones. Renewals will be accomplished by simply verifying current information provided by the GSA/Fleet Management Division. New assignment requests must be submitted using the **TWENTY-FOUR HOUR ASSIGNMENT REQUEST FORM**.

Once a vehicle is assigned, the department must notify the Personnel Department so that proper income tax withholding may be deducted from the employee's paycheck.

Employees who utilize twenty-four hour assigned vehicles are responsible for the proper use of the vehicle and assuring that the vehicle is safe from vandalism or other damage.

C. Temporary Twenty-Four Hour Assignments

A department director may authorize an employee to use a departmental assigned vehicle, on a temporary basis, beyond normal work hours. However, this authorization shall be limited to a total of five (5) working days per month.

D. Inter-Agency Pool

The Fleet Management Division maintains an inter-agency motor pool for use by County departments. The Motor Pool is located adjacent to the Stephen P. Clark Center. Charges for use of these vehicles are based on time used and mileage driven.

Pool cars are intended for use between 7:00 a.m. and 6:00 p.m., Monday through Friday. A department director, or his designee, may authorize an employee to utilize a pool vehicle on an overnight basis by completing an **OVERNIGHT AUTHORIZATION FORM**, or a memo and presenting it to the pool attendant prior to checking out the vehicle.

OPERATION OF VEHICLES:

A. Drivers Other Than County Employees

Only County employees are authorized to drive or operate County vehicles. Permission for non-county employees to operate County vehicles must be obtained from the Director of the Risk Management Division, General Services Administration.

B. Passenger Restrictions When Operating County Vehicles

County vehicles may be utilized to transport other County employees as passengers if both employees are on official County business. Also, non-County employees may be transported if involved in County related business. However, non-County personnel may not be transported outside Dade County without the written approval of the Director of the Risk Management Division.

County employees who have a permanent twenty-four hour assigned vehicle shall not transport other County employees to and from work.

C. Use of Unmarked Vehicles

In those instances where official County markings would be detrimental to the effectiveness of the work being performed, the department director shall obtain written authorization from the County Manager to utilize an unmarked vehicle. In all other instances, County vehicles will bear official County markings.

D. Use of Vehicles for Out-of-County Business

If a County vehicle is to be used for out-of-County business, a department may choose to use one of their assigned vehicles, or request a vehicle from Fleet Management. Additionally, Fleet Management has available gasoline credit cards which may be used for out of town trips. In order to obtain these cards an approved travel request must be presented to fleet management.

Due to special insurance restrictions, no County vehicle is to be used out-of-state on official County business without the express written permission of Risk Management Division. Allow at least five (5) days to obtain such approval.

E. Overnight Parking of County Vehicles

Department assigned County vehicles shall be parked at a department base of operation. Exceptions to this rule must be approved by the department director and a copy of the written authorization forwarded to Fleet Management Division. The written authorization shall include the address of where the vehicle will be parked.

Although twenty-four assignments may be parked at the employee's residence on a regular basis, the employee shall not leave the vehicle at his or her residence during a scheduled absence from work (e.g., vacation). During such an absence, the vehicle shall be returned to the department base of operations.

F. Use of County Vehicles

The use of County vehicles is restricted to County employees only, and for County business only. No County vehicle is to be used for personal business. Additionally, in compliance with State law, all persons in a County vehicle are required to use their safety belts.

MAINTENANCE OF VEHICLES:

A. Responsibilities for Maintenance

The Fleet Management Division shall operate a preventative maintenance program and notify departments of required preventative maintenance checks. Departments must comply with these scheduled maintenance checks.

In addition to complying with Fleet Management's preventative maintenance schedule, employees with department and permanent twenty-four hour assigned vehicles are also responsible for performing periodic checks of tire pressure and fluid levels and for reporting any mechanical problem immediately upon detection.

B. Availability of Loaner Vehicles During Scheduled Maintenance Checks

In order to minimize employee inconvenience when vehicles are being serviced, loaner vehicles will be available from Fleet Management. Employees requiring a loaner should request one at the time their servicing appointment is being made. The department will be notified upon completion of the repairs and servicing and will have three (3) days to return the loaner and pick up the departmental assigned vehicle. If the vehicle is not picked up after three (3) days, Fleet Management will begin to assess time charges at the pool rate.

ACQUISITION OF VEHICLES:

A. Replacement of GSA Fleet Policy Vehicles

Vehicles which have been purchased as part of the Centralized Fleet Management Policy are replaced when they meet the necessary criteria. A vehicle may be eligible

for replacement when it has been in service for six (6) years and/or has 75,000 miles. However, if a vehicle has met the age or mileage criteria, and is considered to be in good operating condition, a department may wish to retain the vehicle with the understanding that the monthly capital fee will be eliminated. Each year the Fleet Management Division will identify those vehicles eligible for retirement, and notify the appropriate departments.

B. Acquisition of New or Previously Assigned Vehicles

Departmental requirements for additional vehicles will be met by the purchase of a new vehicle, or, if available, one may be assigned from the loaner fleet. If the purchase of a new vehicle is approved, the Fleet Management Trust Fund will bear the expense and hold title to the vehicle. The Fleet Management Division will charge the using department a monthly rental fee for the utilization of the vehicle. The rental fee shall be deposited in the Fleet Management Trust Fund for the future acquisition of new and replacement vehicles.

C. Additional Vehicle Assignments

When a department wishes to add a vehicle to its existing fleet, a VEHICLE ASSIGNMENT REQUEST FORM must be completed. This form must be sent to OMB for approval with a copy sent to the Fleet Management Division.

RETIREMENT OF VEHICLES:

The Fleet Management Division shall be responsible for developing and implementing a retirement schedule based on a replacement analysis. Once the Fleet Management Division has determined that a vehicle should be retired, the vehicle shall be sold either by auction or through the solicitation of competitive bids. Proceeds from the sale of retired vehicles shall be deposited in the Fleet Management Trust Fund for acquisition of new vehicles.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Joaquin G. Aviñó, P.E., P.L.S.
County Manager